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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 2, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 15

Supplement A



To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Improvement of Industry Advisory Committee Meetings

As the Director has previously pointed out, the Branch has a definite responsibility to the various industries which are represented by our Industry Advisory Committees. From observation of a number of the meetings, it is apparant that an additional amount of preliminary preparation and planning on the part of each Government Chairman will result in more effective discussions and prevent unnecessary delay in the progress of the meeting.

As an example of the necessity for such preparation, each industry representative who attends should have before him a compilation of all information pertinent to the intended discussions. In order to provide this information, the Government Chairman will prepare for each meeting, folders tabbed with the name of each member or his substitute, who is to attend, his title, and the name of the concern which he represents. These folders will be prepared, and a sample submitted to my office for approval, at least three days prior to the date of the meeting.

These folders shall contain the following in the order named, and each document is to be numbered in the upper right-hand-corner. For example, Items 1, 2, 3, etc. In case there is more than one exhibit for each item, they shall be numbered Item 1a, 1b, etc:

Left Side of Folder

1. Table of Contents
2. Attendance list showing seating arrangement.
3. Program
4. Pertinent Food Distribution Orders
5. Any WPB Orders affecting a phase of the Industry to be discussed.

6. Any other regulations issued by other Government agencies which affect a phase of the Industry to be discussed. (OPA, CMP, Manpower, etc.)
7. Tables containing any statistics or other information of a technical nature. (These tables should be numbered consecutively for convenient reference.)
8. Any other miscellaneous information which may be referred to in the meeting.

Right Side of Folder

Attach several sheets of plain paper for the use of the member in making notes of the discussion.

Heaton